

1300
24 January 2000

From: Commanding Officer, Coast Guard Human Resources Service & Information Center
To: Supervisors, Personnel Reporting Units

Subj: **PCS 2000 TRANSFER GUIDE**

1. In our ongoing effort to update our processes, the HRSIC Travel Business Line has updated the 1999 Transfer Guide. Our goal is promote a relocation standard for counseling members and provide sample entries used in the preparation of military transfer orders using the CG-5131. We continue to ask that you look over the job aids listed and consider using them in your daily routines. Please feel free to tell us what your thoughts about these subjects and how they are presented.

❖ Overview of PCS Travel and Transportation Allowances - JFTR Table U5A-1	Table lists the entitlements a member has for the different Movement Situations. A counseling aid.
❖ PCS (JFTR Chapter 5) Entitlements Worksheet.	Form CG-HRSIC-2003 helps develop the amount of Travel Advances that can be processed.
❖ How to process Travel Advances	How to process Chap 5, JFTR Travel Advances.
❖ Advance Pay and Advance BAH for PCS	Overview on how to process military pay advances.
❖ HRSIC Travel PCS Claim Settlement Data Entry Needs	Listing of PCS data needed to process PCS claims.
❖ FINCEN's Role in PCS Transfers	FINCEN Functions and points of contact.
❖ Dislocation Allowance	Training aid to help counsel & process DLA.
❖ Temporary Lodging Expense	Training aid to help counsel & process TLE.
❖ PCS Entitlement Remarks	Standard PCS entitlement remark entries for orders
❖ SEPARATION Entitlement Remarks	Standardized separation/RELAD remark entries
❖ RETIREMENT Entitlement Remarks	Standardized Retirement remark entries
❖ Travel Internet Guide - 2000	Web pages that have helpful travel information.

2. The above materials are just job aids - to assist you in PERSRU training and counseling PCS travelers. We ask that you consult the controlling regulation/rule or procedural directive when making travel & transportation determinations or transactions that impact actual customers.

3. Questions about this training guide and job aid can be addressed to the Claims Assistance Team (785) 295-2250 or call toll free at 888 872 4885. Your suggestions and comments are greatly appreciated.

/s/
C. L. WELTMAN
By direction

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES ¹

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS ² Part D	POV Shipment ³ Part E	Mobile Home Shipment ⁴ Part F	DLA ⁵ Part G	TLE ⁶ Part H	TLA ⁷ Chpt. 9 Part C
Travel to First PDS	Yes	Yes	Yes	Yes ⁸	No ^{9,10}	Yes	No	Yes/No	No ¹¹
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes ⁸	No ¹⁰	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	No ¹²	Yes	Yes	Yes
PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes(each) Yes(each)	Yes(each) ¹³ Yes(each) ^{13,14}	Yes ⁸ (each) Yes(each)	No ¹⁰ Yes(each)	Yes ¹⁵ No ¹²	See par U5630-E & Table U5G-1	Yes(each) Yes(each)	(OCONUS) No Yes(each)
Separated Under Honorable Conditions ¹⁶ Member completed 90% of 1 st term Member DID NOT complete 90% of 1 st term	Yes Yes ¹⁷	Yes Yes ¹⁷	Yes Yes	Yes ¹⁸ Yes ¹⁸	No ¹⁹ No ¹⁹	Yes Yes	No No	No No	(OCONUS) Yes Yes
Separated Under Other Than Honorable Conditions ¹⁶	Yes ²⁰	Yes ²⁰	Yes ²¹	Yes	No ¹⁹	Yes	No	No	No
Placed on TDRL	Yes ²²	Yes ²²	Yes ²²	Yes	No ¹⁹	Yes	No	No	Yes
Retired with pay (other than for disability); discharged With severance or separation pay; involuntarily released from active duty with readjustment or separation pay ²³	Yes	Yes	Yes	Yes	No ¹⁹	Yes	No	No	(OCONUS) Yes
Retired for disability, involuntarily separated (as defined In JFTR, App A), or separated under VSI or SSB Program	Yes	Yes	Yes	Yes	No ¹⁹	Yes	No	No	(OCONUS) Yes

Table U5A-1

For HHG, POV, Mobile Home shipments and Non-Temp Storage, consult the appropriate Transportation / TOPS office and / or COMDT (G-WPM-2).

TLA is an OCONUS entitlement only, for more information contact the overseas local housing office.

Continued on next page

1. This table is only a general guide to the basic travel and transportation allowances in various PCS situations. Parts B through H of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements in connection with a member's PCS.
2. For the time limitation of NTS for PCS orders, see par. U5380.
3. Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
4. Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
5. Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized transportation of dependents and who relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (par. U5605 and U5610). Members without dependent assigned to Government quarters at the new PDS aren't entitled to DLA (par. U5605).
6. Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized. See *Note*
7. TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
8. When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
9. Except when member's HOR or PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
10. See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
11. Except when member's first PDS in OCONUS.
12. Transportation of mobile home is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
13. Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
14. For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
15. See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
16. Travel and transportation allowances may be paid not to exceed HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
17. Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel) except an authorized by the Service Secretary.
18. NTS in connection with separation/retirement from the from the Service is in addition to shipment.
19. Except when member's HOR/PLEAD is OCONUS. A member separated/retired while serving OCONUS is entitled to a POV shipment if the member's HOR/PLEAD or home of selection is in CONUS.
20. See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J; if the last PDS is OCONUS, see par. U5240-D.
21. A member without dependents, stationed in CONUS, and is discharged under other than honorable conditions, isn't entitled to HHG shipment.
22. A member may exercise travel and transportation allowances in connection with being placed on the TDRL; however, if retirement orders are subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
23. Travel and transportation allowances may/may not be paid to the member's home of selection (see par. U5130).

Note: TLE to first PDS is authorized for Enlisted members only. No authorization currently exists for Officers at first PDS

Department of Transportation U. S. Coast Guard CG HRSIC-2003 (Rev. 3-99)	<h2 style="margin: 0;">PCS (JFTR, Chap 5) Entitlements</h2> <h3 style="margin: 0;">Advance Travel Worksheet</h3>	
Name (Last, First, MI) _____ Permanent Unit _____		
PURPOSE: To compute the amount of Entitled PCS Advances.	CURRENT PDS: (city, state) _____ NEW PDS: (city, state) _____	
CHECK THE TYPE OF TRAVEL YOU WILL BE PERFORMING:		
<input type="checkbox"/> PCS **If you have depn, will they tvl at the same time <input type="checkbox"/> **If you have depn, will they tvl at a different time <input type="checkbox"/>	<input type="checkbox"/> RETIREMENT (Advance only if Home of Selection is provided; otherwise mileage only)	<input type="checkbox"/> SEPARATION (RELAD or Discharge) (Advance mileage only; per diem will be paid upon submission of travel claim)
DLA Payable to members in receipt of PCS orders at a rate of <u>2 1/2 months BAH Type II</u> . (Reference JFTR U5600) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> With dependents - payable when the dependents relocate in connection with the PCS, otherwise at the without dependent rate if government quarters are not assigned at new unit. </div> <div style="width: 45%;"> Without dependents - payable if <u>NOT</u> assigned to government quarters. Advance DLA cannot be paid unless confirmation is provided releasing you from mandatory assignment to government quarters at your new PDS. </div> </div> <p>**NOTE: DLA is <u>NOT</u> payable when:</p> <p>⇒ Member is assigned to First or Last PDS, IAW JFTR U5630.C</p> <p>⇒ Member (with or without) dependent does NOT relocate the household goods</p> <p>⇒ Member with dependent assigned to a Cutter & does NOT relocate the household goods</p> <p>⇒ Member E-4 & below who are without dependent are assigned to a Cutter</p> <p style="text-align: right;">ENTER DLA AMOUNT = \$ _____ (See table U5G1, JFTR)</p>		
OFFICIAL MILEAGE Is determined by the Official Table of Distance Guide <u>Internet Web Site: DTOD-MTMC.BELVOIR.ARMY.MIL</u> NOTE: Compute mileage from "City" to "City". TOTAL AUTHORIZED MILEAGE: _____ ÷ 350 miles (if in excess of 51 miles on the last day, add (1) day) = _____ TOTAL TRAVEL DAYS		
FLAT PER DIEM Authorized for each allowed day of travel time in connection with a PCS transfer, as follows: (Reference JFTR U5105 and U5210)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ♦ \$50.00 per day for the member ♦ \$37.50 per day for each dependent 12 years and older </div> <div style="width: 45%;"> ♦ \$25.00 per day for each dependent under 12 years old ♦ \$50.00 a day for the dependent driving, if traveling separate from member </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> MEMBER OR DEPN DRIVING SEPARATELY # of tvl days _____ X # of travelers _____ X \$50.00 = _____ DEPN OVER AGE OF 12 YEARS # of tvl days _____ X # of travelers _____ X \$37.50 = _____ DEPN UNDER AGE OF 12 YEARS # of tvl days _____ X # of travelers _____ X \$25.00 = _____ </div> <div style="width: 45%; text-align: right;"> MEMBERS FLAT PER DIEM TOTAL = \$ _____ </div> </div>		
MALT Authorized for the official distance of the PCS transfer at the following rates: (Reference JFTR U5105)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ♦ \$0.15 per mile = Driver of each POC ♦ \$0.17 per mile = 2 travelers ♦ \$0.19 per mile = 3 travelers ♦ \$0.20 per mile = 4 or more travelers </div> <div style="width: 45%;"> NUMBER OF POC'S AUTHORIZED: _____ 1st POC: Total mileage _____ X _____ cents per mile = _____ 2nd POC: Total mileage _____ X _____ cents per mile = _____ 3rd POC: Total mileage _____ X _____ cents per mile = _____ **NOTE: See JFTR U5205 for guidelines on approving 3rd POC** MEMBERS TOTAL MALT = \$ _____ </div> </div>		
ALASKA MARINE HIGHWAY SYSTEM CAR FERRY The AMHS cost may be advanced <u>ONLY</u> with a confirmed reservation; consult JFTR U5116 for additional information on AMHS.		
Authorized AMHS from _____ to _____ 2 nd leg of the AMHS from _____ to _____ Vehicle Fees: Number of POC's _____ Total cost of POC's = \$ _____ Cost of the Stateroom: \$ _____ Ferry Fees: Number of Adults 12 years or older _____ X Cost per person \$ _____ = \$ _____ Number of Underage Children _____ X Cost per person \$ _____ = \$ _____ **NOTE: Itemized receipts are required when submitting your travel claim to HRSIC** TOTAL AMHS COST = \$ _____		
POC DROP OFF PICK UP Mileage to port of debarkation (auth round trip) Total mileage _____ X \$ _____ per mile = _____ Mileage to port of embarkation (auth round trip) Total mileage _____ X \$ _____ per mile = _____ **NOTE: See JFTR U5413 for guidelines. For current "mileage" rates, see Appendix A (Mileage Allowance) TOTAL TDY MALT = \$ _____		
GOVERNMENT PROCURED TRANSPORTATION (GTR/GTA) Government purchased airline tickets for you and/or your dependents. Flight Per Diem reimbursement will be paid upon substantiation of actual travel. Cost of a GTR _____ X # of persons flying _____		
TOTAL ENTITLEMENTS TO BE ADVANCED: \$ _____		
IAW JFTR U5012-B; Entitlements depend on the member and dependents individual travel circumstances. Travel settlement will be determined by HRSIC (TVL) based on type of orders / travel voucher and actual travel performed. IF YOU HAVE QUESTIONS CONCERNING THIS FORM, CONTACT HRSIC (TVL) @ 1-888-USCG-TVL.		
Member's Signature:	Date:	Command Approval: _____ Date: _____

REQUESTING PCS TRAVEL ADVANCES

Ref: JFTR U5165 & 5250

Supplemental to the JFTR U5020

Travel advances are paid to members and dependents to offset expenses they incur for official travel. This short handout should help you process travel advances.

CAUTION:

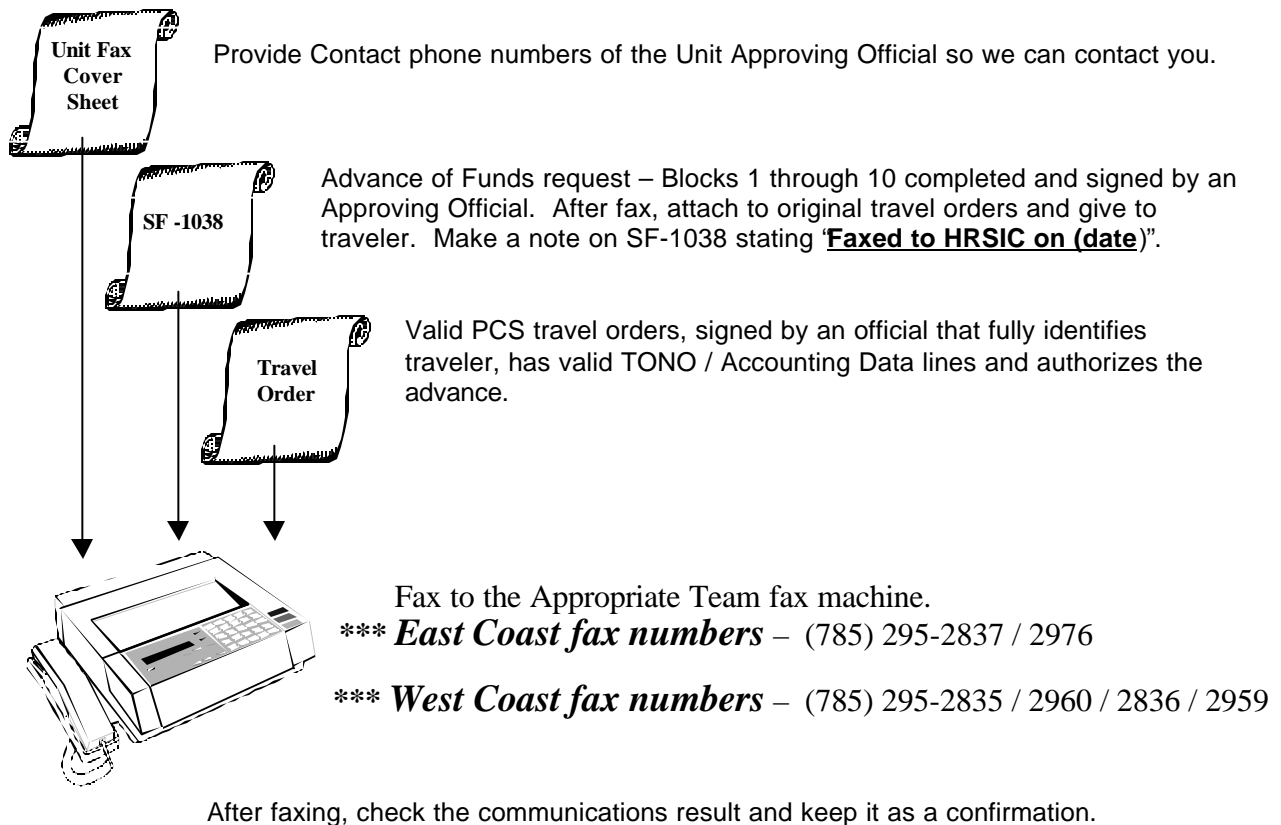
Do-It-Yourself (DITY) HHG shipments advances cannot be processed by HRSIC. FINCEN processes DITY advances. Document Type 17

THE DIFFERENT SITUATIONS FOR RECEIVING ADVANCES

	MEMBER	DEPENDENTS
PCS	May receive advances up to 100% of the elected mode of travel	May receive advances up to 100% of the elected mode of travel
RETIREMENT	May receive advances up to 100%, if Home of Selection is provided (see COMDTINST M4600.17, U5020-E for requirements); otherwise mileage only	May receive advances up to 100%, if Home of Selection is provided (see COMDTINST M4600.17, U5020-E for requirements); otherwise mileage only
RELAD <i>*Note: To receive an advance of 100%, a statement is required IAW COMDTINST U5020-D3</i>	May receive an amount equal to 75% of the MALT from their last duty station to their HOR, PLEAD, or HOS which ever is closer to the member's last duty station.	May receive advances up to 75% of the MALT from their last duty station of the HOR, PLEAD, or HOS which ever is closer to the member's last duty station. An exception is if the dependents were authorized a designated place per the JFTR or Personnel Manual then travel is computed from the designated place to the HOR, PLEAD, or HOS which ever is closer
DISCHARGE SERVING GREATER THAN 90%	See the entitlements for RELAD	See the entitlements for RELAD
DISCHARGE SERVING LESS THAN 90%	Members failing to complete at least 90% of their initial prescribed service periods and members discharged under other than honorable conditions may be advanced only an amount equal to 75% of the least costly available common carrier transportation mode.	Members failing to complete at least 90% of their initial prescribed service periods and members discharged under other than honorable conditions may be advanced only an amount equal to 75% of the least costly available common carrier transportation mode.

Processing Travel Advances via FAX to HRSIC (TVL)

Follow these steps and sequences.



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Advances are processed within 2 working days of receipt. For payment status, contact the Finance Center Customer Service Center at 800 564 5504. Travelers should expect payment within 7 working days.

Note: To avoid duplicate payments, do not Fax the same request more than once and do not mail it to HRSIC (TVL).

ADVANCE PAY AND ADVANCE BAH FOR PCS

This information has been provided to aid in determining when advance pay and advance BAH for PCS are allowed, obtained, and how they will be liquidated.

ADVANCE PAY Advance pay is not payable prior to receipt of PCS orders, or 60 days after arrival at new unit. You may request an amount not to exceed three months basic pay less taxes, SGLI, and debts. Repayment of advance pay is by payroll deduction. Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request liquidation over a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a personal financial hardship. Only the member's CO can approve requests for liquidation greater than 12 months. The request and CO's endorsement must be submitted with the Advances Worksheet found in the 3PM.

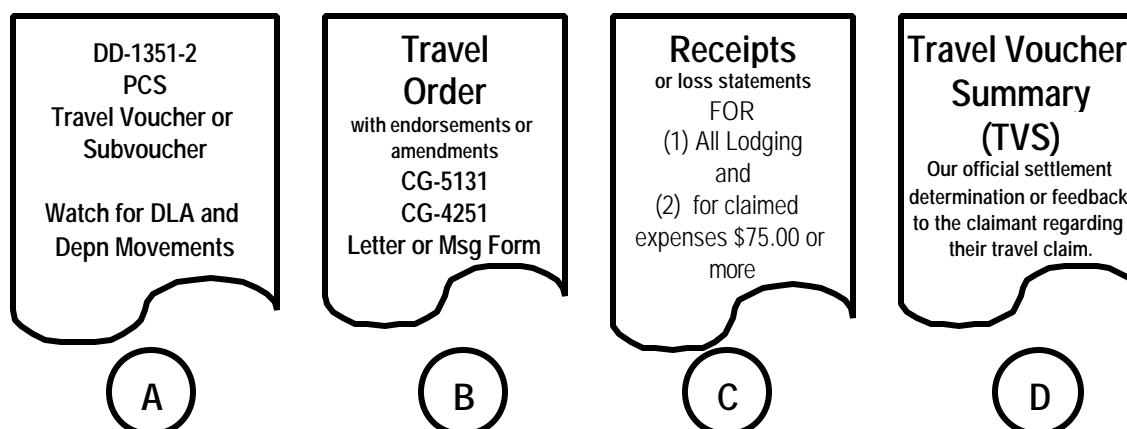
ADVANCE BAH/OHA Advance BAH and OHA are normally paid within three working days of date of mortgage or rental payment. The request is made on the Advances Worksheet from the 3PM. Liquidation begins the first day of the month following the advance, but may be postponed for up to three months upon justification and approval of the commanding officer. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord will be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

Procedures required for advance pay/BAH for PCS

	Stage	Who does it	What happens
BEFORE PCS	1	Member	Prepares Advances Worksheet (CG HRSIC-2010) and/or PCS Departing Worksheet (CG HRSIC 2000)
	2	Unit	Forwards request with command approval to PERSRU
	3	PERSRU *	Prepares SDAII Transaction (H605) for processing in PMIS/JUMPS or submits e-mail to HRSIC requesting special offline payment
	4	HRSIC *	If special offline payment is requested, will process payment of advance pay/BAH (normally can pay the member within a 3 day period of the request)
AFTER PCS	1	Member	Submits Advances Worksheet (CG-HRSIC-2010)
	2	Unit	Forwards request with command approval to PERSRU
	3	PERSRU *	Prepares SDAII Transaction (H605) for processing in PMIS/JUMPS or submits e-mail to HRSIC requesting special offline payment
	4	HRSIC *	If special offline payment is requested, will process payment of advance pay/BAH (normally can pay the member within a 3 day period of the request)

*** To prevent hardship on the member, the servicing PERSRU can submit an e-mail request to HRSIC to pay the member with a special off-line payment of the advance pay/BAH instead of waiting for the H605 to process to pay the member the next upcoming pay period.

PCS CLAIM SETTLEMENT DATA ENTRY NEEDS



What HRSIC (TVL) needs to Process Claims
In the Intergrated Automated Travel System (IATS)

IATS INPUT SETTLEMENT SCREENS & Sub-menus	Travel Data Obtained From this Source	As Substantiated By	PCS CRITICAL OUTPUT
SETTLEMENT NAME & ADVANCES	A and B	A and B	ID traveler successfully. Ensure address in Travel Card updated from voucher after a PCS move.
TRAVEL ORDER AUTHORIZATION <ul style="list-style-type: none"> Order Category 	A and B	A and B	Sets up dates for entitlements and dependents; adds TONO for Acct purposes; allows payment of correct entitlements.
ADD/MODIFY TRAVEL ORDER <ul style="list-style-type: none"> Funds & Type of PCS Depart State & City Codes Report State & City Codes DLA & Household Goods 	A and B	B	Fund source & type of PCS JFTR movement situation. The member's departing and reporting dates are entered along with the locality of the old Permanent Duty Station (PDS) and new PDS. Dependent and HHG relocation data entered to justify DLA.
SETTLEMENT NAME & ADVANCES <ul style="list-style-type: none"> PCS calculations Depn Paid Enroute How paid 	A, B, and C	A, B, and C	ID's actual paid travel dates and which Depn's to be paid. Shows & determines amount of Advances charged to Government. Offsets previous Advances.
TLE CALCULATIONS <ul style="list-style-type: none"> State Codes & City Codes Mbr/Depn travel 	A and C.	C and D.	Allows payment of claimed TLE expenses; calculates entitlement for lodging or when no lodging claimed.
SETTLEMENT ITINERARY <ul style="list-style-type: none"> Who paid Itin 1? & Itin 2? Transportation means State Codes & City Codes Reason for Stop State Codes & City Codes 	A and B.	B and C.	Sets per diem & mileage for member and dependents; sets amount of travel days entitled. Official Mileage Distance entered.
SETTLEMENT REIMBURSE EXPS <ul style="list-style-type: none"> Description 	A, B, and C	B and C.	Allows reimbursement for allowable expenses incurred during PCS; also payment of incidentals at "A" School.
DISBURSEMENT	B	B	Allows input for Acct String and amount payable. Allows the printing of an indebtedness LOI letter, if necessary.
REMARKS	D	JFTR	Add remarks to explain any denied items and to provide any special instructions. Save Data.

FINCEN'S ROLE IN A PCS TRANSFER

DISBURSING PROCESS

The Finance Center is responsible for processing all accounting transactions relating to travel including issuing payments based on certified vouchers, tracking advances, collecting past due advances, and overpayments.

NON-RECEIPT SITUATIONS

For non-receipt of travel payments, the member should contact FINCEN's customer service at 1-800-564-5504. **A member in non-receipt of their travel pay should be prepared to submit HRSIC form 2050.**

DO-IT-YOURSELF MOVES

Do-It-Yourself (DITY) advances and move claims must be directly mailed to:

*DITY Moves
U.S. Coast Guard Finance Center
P.O. Box 4102
Chesapeake, VA. 23327-4102*

FYI:
Rules are changing for DITY moves; watch for a message!

The following documentation must be submitted for FINCEN to compute your DITY move claim.

1. DD- 2278
2. Original certified weight tickets.
3. Original copy of paid rental contract.
4. Dity Move Certificate.
5. Copy of PCS orders.

To check on the status of a DITY Move claim, the MBR may contact FINCEN Customer Service at: **800-564-5504**.

HHG'S CLAIM SETTLEMENT

FINCEN is responsible for settlement of Household Goods claims and reconsideration requests from CG Military & civilian personnel.

HHG claims are only those for loss or damage to household goods, mobile homes, privately owned vehicles and unaccompanied baggage while in transportation or storage, in connection with travel under orders.

HHG claims may be submitted IAW Chpt 6 of COMDTINST M5890.9 (Claims and Litigation Manual) by a CG Military members or civilian employees. Such claims must be locally investigated prior to submission to FINCEN.

Forward all HHG claims and requests for reconsideration to:

*HHGDS Claims & Carrier Recoveries
U.S. Coast Guard Finance Center (OGC)
PO Box 4121
Chesapeake, VA. 23327-4121*

To check on the status of a HHG damage claim, the MBR may contact FINCEN Customer Service at: **757-437-3327**

DISLOCATION ALLOWANCE (DLA)

Ref: JFTR, CHPT 5, PART G (U5600)

The purpose of DLA is to help alleviate some of the expenses incurred in relocating a member's household.

WITH DEPENDENTS

DLA is payable at the WITH DEPENDENT rate for a member:

- When dependents relocate in connection with a PCS
 - When a member with dependents moves in connection with a closure or realignment of a military installation.
 - When dependents relocate to a designated place and/or incident to an evacuation.
-

WITHOUT DEPENDENTS

DLA is payable at the WITHOUT DEPENDENT rate for a member:

- When a member is transferred to a PDS where NO Government quarters is assigned.
 - When a member with dependents elects to transfer "unaccompanied" to a PDS where NO Government quarters are assigned.
 - When a member without dependents moves in connection with a closure or realignment of a military installation
 - When E-5 and above member who have "**NO**" BAH-eligible dependents, are assigned to a ship and elect to occupy non-government quarters ashore.
-

*** When dependents are authorized to travel but don't move with the member, DLA at the without dependent rate may be paid provided the member isn't assigned to Government quarters. When the dependents later join the member, the difference between the DLA entitlement at the with dependent rate and the without dependent rate will be paid.

WHEN NOT AUTHORIZED

DLA is **NOT** authorized in connection with a PCS move: ** See U5630

- When any member (with or without dependents) initially enters active duty from Home or PLEAD to their first PDS.
 - When any member (with or without dependents) leaves active duty from their last PDS to Home or PLEAD.
 - When any member (with or without dependents) does not relocate the household.
 - When any member without dependents is transferred to a Cutter and does NOT relocate the household.
 - When a member E-4 and below is assigned to a Cutter and is without dependents.
 - When a member without dependents is transferred to a PDS where government quarters is assigned.
-

HOW TO CLAIM DLA ON THE TVL CLAIM

When requesting DLA on DD-1351 (travel claim), the following blocks must be completed correctly:

- Block #2 – Type of Payment: Select PCS and DLA
- Block #10 – Previous payments/Advances: Include any advance DLA
- Block #12 - Dependent(s): Indicate "accompanied" or "unaccompanied" and include all BAH-eligible dependents, if applicable.
- Block #13 – Dependents' address upon receipt of orders: Fill in dependents complete address upon receipt of orders.
- Block #14 – Have household goods been shipped?: Indicate "yes" or "no"

TEMPORARY LODGING EXPENSE (TLE)

Ref: JFTR, CHPT 5, PART H (U5700)

The purpose of TLE is to partially offset lodging/meal expenses when a member/dependent(s) occupy **temporary** (only) quarters INCONUS due to a PCS.

WHEN TLE IS PAYABLE

A member is entitled to TLE reimbursement (when per diem isn't payable):

- Before leaving the old CONUS PDS/designated place and/or
 - After arriving at the new CONUS PDS/designated place and
 - When house hunting is performed after the member PCSs to the new PDS (i.e. in conjunction with a PCS).
 - To Enlisted members enroute to first PDS
-

WHEN TLE IS "NOT" PAYABLE

A member isn't entitled to TLE:

- Due to a move when entering active duty-**Commissioned Officers only**
 - Due to a move when leaving active duty
 - For a house hunting trip taken before the member moves to the new PDS (i.e. not in conjunction with the PCS)
 - For a dependent(s) acquired after the effective date of PCS orders.
 - While in a per diem status (i.e. enroute travel from old to new PDS)
 - After a mbr without dependents reports aboard a Coast Guard Cutter.
-

RULES FOR TLE

General Rules that apply to TLE entitlements (see Part H, JFTR for **ALL** rules):

- TLE is only payable in the vicinity of the old or new PDS/designated place INCONUS.
 - The maximum number of TLE day's payable for a PCS to a CONUS PDS is 10 days.
 - The maximum number of TLE day's payable for a PCS from INCONUS to OUTCONUS is 5 days at the old PDS/designated place.
 - TLE Days may be split between the old and new CONUS PDS/designated place.
 - There is two types of TLE entitlements:
 1. **FULL** (Lodging & Meals): Under this entitlement, lodging receipts are required.
 2. **MEALS ONLY**: There is NO lodging entitlement when staying with friends or relatives, however the meal portion of the entitlement still exists.
 3. **No TLE is authorized or payable at permanent residences**
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HOW TO CLAIM TLE ON THE TRAVEL CLAIM

TLE reimbursement is effected when DD 1351-2 (travel claim) entries are made and receipts are attached:

- TLE (date to date) @ (locality city / state). (**Receipts Required**)
 - TLE Meals only (date to date) @ (locality city / state)
-

Continued on next page

FORMULA FOR COMPUTING TLE

The following is a break down for computing TLE:

Percentage Base:

Member or Depn = 65%

Depn Plus 1 Depn = 100%

Member Plus 1 Depn = 100%

Each additional Depn = 25%

$$\frac{\text{Applicable Percentage}}{\text{Percentage}} \% \times \frac{\text{Locality Per Diem}}{\text{Per Diem}} = \frac{\text{MAXIMUM Rate}}{\text{Rate}}$$

M&IE EQUIVALENCY:

Multiply 46% by the maximum rate. If place or lodging had facilities for cooking meals or Gov-Mess was used, multiply 23% instead. ****NOTE:** When computing at 23% the first & last day is computed at 46%**

$$\text{Formula: } \frac{\text{Applicable Percentage}}{\text{Percentage}} \times \frac{\text{Maximum Rate}}{\text{Rate}} = \frac{\text{M\&IE Equivalency}}{\text{Equivalency}}$$

GROSS DAILY EQUIVALENCY:

Add M&IE Equivalency to the daily cost of lodging (actual).

$$\text{Formula: } \frac{\text{M\&IE Equivalency}}{\text{Equivalency}} + \frac{\text{Lodging Rate}}{\text{Rate}} = \frac{\text{Gross Daily Equivalency}}{\text{Equivalency}}$$

STANDARD DEDUCTIONS:

Calculate the member's current BAH rate and the BAS rate.

$$\text{Formula: } \frac{\text{Daily BAH Rate}}{\text{Rate}} + \frac{\text{Daily BAS Rate}}{\text{Rate}} = \frac{\text{Standard Deduction}}{\text{Deduction}}$$

NET DAILY EQUIVALENCY:

Deduct Standard Deduction from gross Daily Rate.

$$\text{Formula: } \frac{\text{Gross Daily Equivalency}}{\text{Equivalency}} - \frac{\text{Standard Deduction}}{\text{Deduction}} = \frac{\text{Net Daily Rate}}{\text{Rate}}$$

DETERMINE DAILY ENTITLEMENTS

Compare \$110 with the Maximum Rate and the Net Daily Rate. The lesser of the three will be the TLE Daily Total Entitlement.

$$\text{Formula: } \frac{\text{TLE Total Daily Entitlement}}{\text{Entitlement}} \times \frac{\text{Number of Days}}{\text{Days}} = \frac{\text{TOTAL TLE ENTITLEMENT}}{\text{Entitlement}}$$

ENTITLEMENT REMARK ENTRIES TRANSFER ORDER JOB AID

(FORMAT EXAMPLES)

Here are the standard entitlement remark entries for the (3) types of orders for Block 13 of CG-5131.

PCS

- A. THESE ORDERS CONSTITUTE A PCS MOVE FM (City/State) TO (City/State).
- B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS TOUR
- C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
- D. MBR TO USE (1 or 2) POCS
- E. OFFICIAL DISTANCE (MILES) FM (last PDS) TO (new PDS) IAW JFTR U5105.
- F. **(INSERT EXCEPTIONS HERE)**
- G. AUTH DLA AT (with or w/o DEPN) RATE FOR PAYGRADE IAW JFTR U5600.
- H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.
- I. TVL ADV AUTH \$ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.
- J. AUTH \$ ADVANCE PAY TO BE LIQUIDATED OVER MOS **or** NOT REQUESTED.
- K. AUTH SHIPMENT OF HHG'S AT PAYGRADE AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

SEPARATIONS / RELADS

- A. MEMBER HAS / HAS NOT COMPLETED AT LEAST 90% OF THE INITIAL PERIOD OF OBLIGATED SERVICE.
- B. TYPE OF DISCHARGE:
- C. MBR IS / IS NOT ENTITLED TO TRANSITION ASSISTANCE BENEFITS; SEPARATION CODE:
- D. HOME OF RECORD:
- E. PLACE ENTERED ACTIVE SERVICE:
- F. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING) MBR TO USE (1 or 2) POCS.
- G. OFFICIAL DISTANCE (MILES) FM (last PDS) TO (HOR / PLEAD / a place no farther distant).
- ⇒ **(INSERT EXCEPTIONS HERE)**
- H. IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
- I. IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
- J. AUTH SHIPMENT OF HHG'S AT PAYGRADE AT WITH / WITHOUT DEPN RATE, IAW JFTR, CHAP 5 (181 days to excute shipment option)

RETIREMENT (AMENDMENT)

- A. THESE ORDERS CONSTITUTE A RETIREMENT MOVE FM (City/State) TO (City/State)
- B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING
- C. MBR TO USE (1 or 2) POCS.
- D. OFFICIAL DISTANCE (MILES) FM (last PDS) TO (HOS).
- E. **(INSERT EXCEPTIONS HERE)**
- F. IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
- G. IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
- H. AUTH SHIPMENT OF HHG'S AT PAYGRADE AT WITH / WITHOUT DEPN RATE, IAW JFTR, CHAP 5

ENTITLEMENT REMARK ENTRIES FOR TRANSFER ORDERS (PCS)

PCS REMARKS FORMAT

This is an example of the format for Block 13 of the CG-5131:

- A. THESE ORDERS CONSTITUTE A PCS MOVE FM (City/State) TO (City/State).
- B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS TOUR
- C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
- D. MBR TO USE **(1 or 2)** POCs
- E. OFFICIAL DISTANCE (MILES) ____ FM (last PDS) TO (new PDS) IAW JFTR U5105.
- F. **(INSERT EXCEPTIONS HERE)**
- G. AUTH DLA AT (with or w/o DEPN) RATE FOR PAYGRADE ____ IAW JFTR U5600.
- H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.
- I. TVL ADV AUTH \$ ____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.
- J. AUTH \$ ____ ADVANCE PAY TO BE LIQUIDATED OVER ____ MOS **or** NOT REQUESTED.
- K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ____ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

PCS ENTITLEMENT ENTRIES

The following entitlement remark entries are for use in preparing PCS transfer orders. Enter NA if alpha entry is not applicable

- A. Insert applicable "Movement Situation from Table U5A-1," to inform the member of travel and transportation entitlements.

SAMPLE ENTRY:

- THESE ORDERS CONSTITUTE A PCS MOVE FM (City/State) TO (City/State)

- B. List BAQ eligible dependents and DOM or DOB to allow applicable entitlements. JFTR U5200. Include entry to show if dependents traveled concurrently or separately. JFTR U5105.

SAMPLE ENTRY:

- DEPN: (WW) DOM; (LD/LS): DOB.; TRAVELING CONCURRENTLY **or** SEPARATELY (Date) **or** WILL NOT BE RELOCATING
- ELECTS AN ACCOMPANIED **or** ALL OTHERS TOUR

Continued on next page

**PCS
ENTITLEMENT
ENTRIES**
(con't)

C. Travel statement indicating member's entitlements for their PCS move.
ENTRY:

- IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
-

D. Indicate the number of POCS that will be utilized for travel. (To use more than 2 POCS, see JFTR U5205.

SAMPLE ENTRY:

- MBR TO USE _____ POCS
-

E. Determine the mileage from the old PDS to the new PDS, by using the Official Table of Distance Guide, IAW JFTR U5105.

(Internet web site: DTOD-MTMC.BELVOIR.ARMY.MIL).

SAMPLE ENTRY:

- OFFICIAL DISTANCE (MILES) _____ FM (old PDS) TO (new PDS)
-

F. **INSERT EXCEPTIONS HERE:** This section is to provide the exceptions to normal PCS travel as per the JFTR. Insert the applicable statement as required:

SAMPLE ENTRY:

- AUTH TVL VIA THE AMHS (port of debarkation) TO (port of embarkation). IAW JFTR U5116-C
 - AUTH CIRCUITOUS TVL (\$cost); POINTS (to/from) AT GOV'T EXPENSE; POINTS (to/from) AUTH ON SPACE-AVAILABLE TVL (general time frames). NOT TO EXCEED THE AMOUNT THE MBR WOULD HAVE BEEN ENTITLED TO UNDER JFTR U5116-E SUBPAR A., VIA THE DIRECT ROUTE BETWEEN OLD & NEW PDS.
 - AUTH COT FM (PDS) TO (HOR or a place no farther distant) (**NOT** to exceed the cost of a GTR + per diem to HOR) iaw JFTR u7200. **OR** MBR ELECTS TO DEFER COT AUTH IAW JFTR U7200-B. HOR _____.
 - AUTH MBR (connection w/OCONUS unaccompanied tour) TO ESCORT DEPN TO/FM A DESIGNATED PLACE _____. IAW JFTR U5120-G **or** H.
 - AUTH DEPN TVL TO A DESIGNATED PLACE _____, IAW JFTR U5222-C4, D1, **or** F3.
 - AUTH SHIPMENT OF POV, IAW JFTR U5410.
 - TEM DU ENROUTE: (Give the known Particulars)(examples: Purpose, TDY site, RPT Info, Duration, Mess & Qtrs. Availability, & TONO / ACCT info).
-

G. Insert whether or not DLA is authorized, see JFTR U5600.

SAMPLE ENTRY:

- AUTH DLA AT (with or without DEPN) RATE FOR PAYGRADE _____ IAW JFTR U5600.
-

Continued on next page

**PCS
ENTITLEMENT
ENTRIES**
(con't)

H. Indicate that the member has been counseled on TLE entitlements.

SAMPLE ENTRY:

- MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.
-

I. Indicate the total authorized amount the member is entitled, for the travel between old and new PDS.

SAMPLE ENTRY:

- TVL ADV AUTH \$____ (Exact amount) CHARGED AGAINST THE COAST GUARD.
-

J. ADVANCE PAY REQUESTED: Enter any applicable authorization for Advance Pay or Advance P&A and its liquidation schedule

SAMPLE ENTRY:

- AUTH \$____ ADVANCE PAY TO BE LIQUIDATED OVER ____ MOS or NOT REQUESTED.
-

K. Indicate if HHG movement is authorized, and if so, at what paygrade entitlement. JFTR U5300.

SAMPLE ENTRY:

- AUTH SHIPMENT OF HHG's AT PAYGRADE____ AT WITH or WITHOUT DEPN RATE, IAW JFTR, CHPT 5
-

ENTITLEMENT REMARK ENTRIES FOR TRANSFER ORDERS (SEPARATIONS)

DISCHARGE / RELAD REMARKS FORMAT

This is an example of the format for Block 13 of the CG-5131.

- A. MEMBER HAS / HAS NOT COMPLETED AT LEAST 90% OF THE INITIAL PERIOD OF OBLIGATED SERVICE.
- B. TYPE OF DISCHARGE:
- C. MBR IS / IS NOT ENTITLED TO TRANSITION ASSISTANCE BENEFITS; SEPARATION CODE: _____
- D. HOME OF RECORD:
- E. PLACE ENTERED ACTIVE SERVICE:
- F. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY or SEPARATELY (DATE) or WILL NOT BE RELOCATING
- G. MBR TO USE (1 or 2) POCS.
- H. OFFICIAL DISTANCE (MILES) _____ FM (last PDS) TO (HOR / PLEAD / a place no farther distant) .
- I. **(INSERT EXCEPTIONS HERE)**
- J. IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
- K. IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
- L. AUTH SHIPMENT OF HHG'S AT PAYGRADE _____ AT WITH / WITHOUT DEPN RATE, IAW JFTR, CHAP 5 (181 days to excute shipment option)

SEPARATIONS ENTITLEMENT ENTRIES

The following entitlement remark entries are for use in preparing Discharge or RELAD transfer orders. Enter NA if alpha entry not applicable

- A. Insert applicable "Movement Situation from table U5A-1," to inform and counsel the member / traveler on travel and transportation entitlements.

SAMPLE ENTRY:

- MEMBER HAS / HAS NOT COMPLETED AT LEAST 90% OF THE INITIAL PERIOD OF OBLIGATED SERVICE

- B. Insert the member's character of service, IAW JFTR U5125 or U7500. Select one of the following: HONORABLE; GENERAL; or OTHER THAN HONORABLE.

SAMPLE ENTRY:

- TYPE OF DISCHARGE: _____

Continued on next page

**SEPARATIONS
ENTITLEMENT
ENTRIES**

(con't)

- C. Indicate where the member is entitled to Transitions Assistance Benefits, IAW COMDTINST 1900.1; 1900.2 and JFTR U5130

SAMPLE ENTRY:

- MBR IS / IS NOT ENTITLED TO TRANSITION ASSISTANCE BENEFITS.
SEPARATION CODE: _____
-

- D. Insert members Home of Record.

SAMPLE ENTRY:

- HOME OF RECORD: _____
-

- E. Entry where the member's Place Entered Active Duty.

SAMPLE ENTRY:

- PLACE ENTERED ACTIVE DUTY: _____
-

- F. List BAQ eligible dependents and DOM or DOB to allow applicable entitlements. JFTR U5200. Include entry to show if dependents traveled concurrently or separately. JFTR U5105.

SAMPLE ENTRY:

- DEPN: (WW) DOM; (LD/LS): DOB.; TRAVELING CONCURRENTLY **or** SEPARATELY (Date) **or** WILL NOT BE RELOCATING
-

- G. Indicate the number of POCS that will be utilized for travel. (To use more than 2 POCS, see JFTR U5205.

SAMPLE ENTRY:

- MBR TO USE _____ POCS
-

- H. Determine the mileage from the last PDS to HOR / PLEAD / a place no farther distance, by using the Official Table of Distance Guide, IAW JFTR U5105.

(Internet web site: DTOD-MTMC.BELVOIR.ARMY.MIL).

SAMPLE ENTRY:

- OFFICIAL DISTANCE (MILES) _____ FM (last PDS) TO (HOR / PLEAD / a place no farther distance).
-

- I. **INSERT EXCEPTIONS HERE:** This section is to provide the exceptions to normal PCS travel as per the JFTR. Insert the applicable statement as required:

SAMPLE ENTRY:

- AUTH TVL VIA THE AMHS (port of debarkation) TO (port of embarkation). IAW JFTR U5116-C
-

Continued on next page

**SEPARATIONS
ENTITLEMENT
ENTRIES**

(con't)

J. Insert the statement that indicates DLA is NOT payable when leaving the last PDS.
ENTRY:

- IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
-

K. Insert the statement that indicates TLE is NOT payable when leaving the last PDS.
ENTRY:

- IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
-

L. Indicate if HHG movement is authorized, and if so, at what paygrade entitlement.
JFTR U5300. HHG transportation terminates on 181st day following separation
unless a written application for HHG is turned in to Transportation Officer before
expiration of the 180th day IAW JFTR U5360-G.

SAMPLE ENTRY:

- AUTH SHIPMENT OF HHG's AT PAYGRADE____ AT WITH **or** WITHOUT
DEPN RATE, IAW JFTR, CHPT 5 (181 days to execute shipment option)
-

ENTITLEMENT REMARK ENTRIES FOR TRANSFER ORDERS (RETIREMENTS)

RETIREMENT REMARKS FORMAT

This format is for an Amendment to the Retirement letter.

- A. THESE ORDERS CONSTITUTE A RETIREMENT MOVE FM (City/State) TO (City/State)
- B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY or SEPARATELY (DATE) or WILL NOT BE RELOCATING
- C. MBR TO USE (1 or 2) POCS.
- D. OFFICIAL DISTANCE (MILES) _____ FM (last PDS) TO (HOS).
- E. **(INSERT EXCEPTIONS HERE)**
- F. IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
- G. IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
- H. AUTH SHIPMENT OF HHG'S AT PAYGRADE _____ AT WITH / WITHOUT DEPN RATE, IAW JFTR, CHAP 5

RETIREMENTS ENTITLEMENT ENTRIES

For retirements the CG-5131 does not apply. What is need is an Amendment to the letter orders from Personnel Command. This will help the member when setting up for their move. The following entries are required on the Amendment:

- A. Insert applicable "Movement Situation from table U5A-1," to inform and counsel the member / traveler on travel and transportation entitlements.

SAMPLE ENTRY:

- THESE ORDERS CONSTITUTE A RETIREMENT MOVE FM (City/State) TO (City/State)

- B. List BAQ eligible dependents and DOM or DOB to allow applicable entitlements. JFTR U5200. Include entry to show if dependents traveled concurrently or separately. JFTR U5105.

SAMPLE ENTRY:

- DEPN: (WW) DOM; (LD/LS): DOB.; TRAVELING CONCURRENTLY or SEPARATELY (Date) or WILL NOT BE RELOCATING

- C. Indicate the number of POCS that will be utilized for travel. (To use more than 2 POCS, see JFTR U5205.

SAMPLE ENTRY:

- MBR TO USE _____ POCS

Continued on next page

**RETIREMENTS
ENTITLEMENT
ENTRIES**
(con't)

- D. Determine the mileage from the old PDS to the HOS, by using the Official Table of Distance Guide, IAW JFTR U5105.
(Internet web site: DTOD-MTMC.BELVOIR.ARMY.MIL).

SAMPLE ENTRY:

- OFFICIAL DISTANCE (MILES) _____ FM (last PDS) TO (HOS)
-

- E. **INSERT EXCEPTIONS HERE:** This section is to provide the exceptions to normal PCS travel as per the JFTR. Insert the applicable statement as required:

SAMPLE ENTRY:

- AUTH TVL VIA THE AMHS (port of debarkation) TO (port of embarkation). IAW JFTR U5116-C
-

- F. Insert the statement that indicates DLA is NOT payable when leaving the last PDS.

ENTRY:

- IAW JFTR U5630, DLA IS NOT AUTH AT THE LAST PDS.
-

- G. Insert the statement that indicates TLE is NOT payable when leaving the last PDS.

ENTRY:

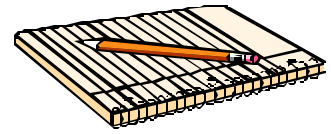
- IAW JFTR U5705-B, TLE IS NOT AUTH WHEN LEAVING ACTIVE DUTY.
-

- H. Indicate if HHG movement is authorized, and if so, at what paygrade entitlement. JFTR U5300.

SAMPLE ENTRY:

- AUTH SHIPMENT OF HHG's AT PAYGRADE _____ AT WITH or WITHOUT DEPN RATE, IAW JFTR, CHPT 5
-

Travel Internet Guide 2000



Quick List

Travel Research Web Sites (Go for need to know info)

Alaska Marine Highway (State Ferry)

<http://www.akferry.com>

Currency Conversion

<http://www.oanda.com/converter/classic>

Federal Travel Management Policy

<http://policyworks.gov/org/main/mt/homepage/mtt/mtthp.htm>

Finance Center SOP (Travel Document Procedures)

<http://cgweb.hsc.comdt.uscg.mil/g-c/g-cfp/finance/sop/toc.htm>

Greyhound Bus line

<http://www.greyhound.com/Services/services.html>

Government Auditing Standards

<http://www.gao.gov/policy/guidance.htm>

HRSIC web site

<http://www.uscg.mil/hq/hrsic>

Official Table of Distances

<http://dtod-mtmc.belvoir.army.mil/>

Per Diem Committee

<http://www.dtic.mil/perdiem/>

Travel Claim/JFTR DOHA Decisions

<http://www.defenselink.mil/dodgc/doha/claims>

Travel Research Web Sites (Go for nice to know info)

Biztravel.com

<http://www.biztravel.com>

Defense Travel System (DTS)

<http://www.dtic.mil/travelink/>

DOD Travel Reengineering Web site

<http://www.dtic.mil/dodtravel/>

Expedia

<http://www.expedia.msn.com>

Finance Center Web site

<http://www.uscg.mil/hq/fincen/finhome.htm>

State by State Listing of Coast Guard Units

<http://sea-man.com/sbs97.html>

Militarycity.com - Guide to Military Installations

<http://www.militarycity.com/moves/baseguid.htm>

Citibank - Global Services

<http://www.citibank.com/global/>